



Department of Communications and Marketing

Press Release Request

Please submit time-sensitive requests at least four weeks before events to accommodate newspaper deadlines, Communications and Marketing writing and interview time, and Board comment.

Today's Date: _____

Name: _____ **Ext.** _____

Department: _____

Who: _____

What: _____

When/Where (Include Date, Time, and Place): _____

Why is this newsworthy? _____

Comments for a direct quotation: _____

Please attach any background information including fliers, brochures, letters, etc.

I would like this event on the marquees:

- No Vollmer marquee only Halsted marquee only Both

Club Events Only

Club Advisor Signature: _____ *Date:* _____

Asst. Dean of Student Life and Multicultural Affairs Signature: _____ *Date:* _____

Revised: 06/12/08